

# LESSON 1: THE FEDERAL HAZARD COMMUNICATION STANDARD

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## INTRODUCTION

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You have a right to work in a safe and healthful environment that is free from recognized chemical hazards. In 1983, the Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard for manufacturing operations to help protect this right for you. In 1987, OSHA revised this standard and expanded the scope of the standard to include *ALL* workplaces where personnel are occupationally exposed to hazardous chemicals. This first lesson teaches you about the goals of this Standard and the actions it requires. You'll see how the Standard helps make sure that everyone —

- . understands the hazards of chemicals they work with; and
- learns how to minimize these hazards.

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## LEARNING OBJECTIVES

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When you have completed this lesson, you should be able to do the following

Identify the agency responsible for the Hazard Communication Standard and describe that agency's general responsibilities.

List the goals of the Hazard Communication Standard.

List the actions that the Hazard Communication Standard requires of chemical manufacturers, importers, management and employers.

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## LEARNING RESOURCES

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- Videotape Segment 1: The Federal Hazard Communication Training Program
- . Workbook Application Exercise 1: Finding Out About Chemical Hazards
- Lesson Summary

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## **DIRECTIONS FOR PROCEEDING**

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*Complete the following steps in order. You might want to check off each step as you complete it.*

- 1) Read the workbook introduction to Videotape Segment 1.
- 2) Watch Videotape Segment 1.
- 3) Complete Application Exercise 1 in this Workbook.
- 4) Read the Lesson 1 Summary in this Workbook

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## **INTRODUCTION TO VIDEOTAPE SEGMENT 1: The Federal Hazard Communication Training Program**

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This videotape explains how the Occupational Safety and Health programs of the Federal government work in your behalf. The videotape helps you learn how the Hazard Communication Standard helps protect your right to work in a safe and healthful environment.

As you watch the tape, look for the goals of the Hazard Communication Standard. Also pay careful attention to the actions required of chemical manufacturers, importers, distributors, and employers, in your case, the Federal government.

If you wish, *you may* take notes on the following page as you watch. “

Now, watch Videotape Segment L

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NOTES

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## **SAMPLE APPLICATION EXERCISE**

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*Directions: Check or circle your answer(s) to each question, or write your answer in the blank provided. When you complete the exercise, fold over the right side of the page to check your answers. Then turn the page to get more information about each question. Remember, some questions may have more than one answer.*

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*Here is a sample question:*

Which of the following documents are required by the Hazard Communication Standard?

- A) Hazard Warning Labels
  - B) Material Safety Data Sheets
  - C) Hazardous Chemical Inventory
  - D) Chemical textbooks for training you
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*Fold the right side of the page over to check the answer. Then turn the page and begin Application Exercise 1.*

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**SAMPLE APPLICATION EXERCISE**

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<b>Answer</b>	<b>Additional Information</b>
A B C	<p>The Hazard Communication Standard requires three documents for your everyday use: Hazard Warning Labels, Material Safety Data Sheets, and the Hazardous Chemical Inventory. The Standard also requires each facility to develop a local written program about how it will implement Hazard Communication.</p> <p>While your training is required under the Standard, there is no requirement for the use of textbooks.</p>

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## APPLICATION EXERCISE 1: Finding Out About Chemical Hazards

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*Directions: Check or circle your answer(s) to each question, or write your answer in the blank provided. When you complete the exercise, fold over the right side of the page to check your answers. Then turn the page to get more information about each question. Remember, some questions may have more than one answer.*

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- 1) Which documents must chemical manufacturers and importers obtain or prepare?
  - A) MSDS (Material Safety Data Sheet)
  - B) Label
  - C) Hazardous Chemical Inventory
  
- 2) Which action(s) does the Hazard Communication Standard require *EVERY* employer to take?
  - A) Prepare MSDSS
  - B) Make MSDSs available on every shift
  - C) Maintain an inventory of hazardous chemicals
  - D) Make sure that containers of hazardous chemicals are labeled
  
- 3) What must the written Hazard Communication Program contain?
  - A) Copies of all MSDSS
  - B) Copies of all warning labels
  - C) Complete Hazardous Chemical Inventory
  - D) Plans for informing and training employees

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## APPLICATION EXERCISE 1: Finding Out About Chemical Hazards

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Answer	Additional Information
1) A B	<p>Chemical manufacturers and importers must obtain or prepare an MSDS for every hazardous chemical material they sell. The MSDS <b>identifies</b> the hazards of the chemical and ways to control those hazards. This document must be provided to anyone who purchases the material. Employers must have an MSDS for every hazardous chemical they use.</p> <p>Manufacturers, importers, or distributors must ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked with the identity of the hazardous chemical they distribute. This label must <b>identify</b> the material, all appropriate hazard warnings, and the name and address of the responsible party. The Hazardous Chemical Inventory is the responsibility of the end user.</p>
2) B C D	<p>The Hazard Communication Standard requires every employer to:</p> <ul style="list-style-type: none"><li>• Make MSDSS readily accessible to employees on all shifts</li><li>• Maintain an up-to-date Hazardous Chemical Inventory</li><li>• Make sure that containers of chemical hazards in the workplace are labeled</li><li>• Inform and train employees</li><li>• Write a Hazard Communication Program</li></ul>
3) C D	<p>The local written hazard communication program must contain at least the following</p> <ul style="list-style-type: none"><li>• Complete Hazardous Chemical Inventory</li><li>• Plans for labeling and providing MSDSS (but not the actual labels or MSDSs)</li><li>• Plans for informing and training employees</li></ul>



**4) When must you be trained about chemical hazards in your workplace?**

- A) At the time of your first job assignment
- B) Before a new hazard is introduced into your work area
- c) When you change job assignments

**5) What must your training on hazardous chemicals cover?**

- A) The Hazard Communication Standard itself
- B) Methods used to detect the presence or release of a hazardous chemical in your workplace
- C) How to obtain and use MSDSS
- D) How to protect yourself from chemical hazards

*Now go back to page 1-7, fold over the right side of the page, and check your answers. Look on the back of the question page for more information on each question. When you have finished, either review Videotape Segment 1 or proceed to the Lesson Summary.*

<b>Answer</b>	<b>Additional Information</b>
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4) A B	By law, you must be trained at the time of your first job assignment and whenever —
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- a new hazard is introduced into your work area, or
- you are assigned to perform a non-routine task.

Simply being assigned to a new job does not require chemical hazard training. Additional training takes place only if you are being introduced to a new chemical hazard.

5) A B C D Your training on hazardous chemicals must cover the following

- The Hazard Communication Standard itself and your rights under this law.
- The labeling system being used at your facility.
- The location and use of MSDSS.
- How to obtain all required written information.
- Where hazards in your work area exist and what those specific hazards are.
- Safe work practices, precautions, and equipment required to protect you.
- Correct procedures for handling emergency situations.
- Methods used to detect the presence or release of a hazardous chemical in your workplace.

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## LESSON 1 SUMMARY

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The Hazard Communication Standard was issued in 1983 and revised in 1987 by the Occupational Safety and Health Administration (OSHA). This Standard strives to achieve the following goals

1. Reduce the incidence of **injury** and illness caused by hazardous chemicals in the workplace.
2. **Identify** and evaluate **chemical** hazards.
3. Establish uniform requirements for communicating information about chemical hazards to both management and workers.

To achieve these goals, the Standard requires certain actions. First, chemical manufacturers and importers **must**:

1. Conduct hazard determinations to identify the hazards of, and appropriate control measures for the chemicals they produce or import.
2. Label all containers of hazardous chemicals leaving the workplace to communicate the identity of the material, all appropriate hazard warnings, and the name and address of the responsible party.
3. Obtain or prepare an accurate and up-to-date MSDS for each hazardous chemical material sold and provide a copy to every employer that purchases the chemical.
4. Add new information to the MSDS on the hazards of a chemical, and/or appropriate control measures within three months after becoming aware of such information.

The Standard also requires employers to do the following

- . Maintain an MSDS for every hazardous chemical used and make these MSDSS readily available to workers on every shift.
- . Make sure that containers of hazardous chemicals are labeled, tagged, or otherwise marked to identify the chemical and warn workers of the hazards it presents.
- . Maintain an up-to-date list of all hazardous chemical materials known to be present in the workplace and make this list readily available to workers at all times.
- Inform and train workers.
- Maintain a written local Hazard Communication Program that describes how the organization complies with the above actions and make this written program available to employees upon request.